

TDP Pre-employment Testing Protocol

The following guidelines should be followed for the testing of applicants for TDP covered positions.

1. Have applicant complete Pre-Employment Controlled Substances Testing Consent Form.
2. Fill out an "Off-Site Collection Form – TDP"
 - a. Fax a copy of this form to Midwest Toxicology at 317-262-2222.
 - b. Provide applicant:
 - i. A test kit
 - ii. A copy of form
3. Cover the following with the applicant:
 - a. Instructions on the location of the local area collection facility.
 - b. Inform him/her that they need to present the form to the collection facility upon arrival so the collection facility will know exactly what testing is to be done.
 - c. Inform him/her that they need to allow sufficient time to complete the collection before the collection site closes and to arrive at the collection site with the ability to provide a urine specimen.
 - d. Be sure s/he is aware that once s/he presents them self at the collection site and begins the collection process s/he cannot leave until the collection process is completed or it may be considered a refusal to test.